



LOS ANGELES COUNTY YOUTH DIRECTIVE

NUMBER: YTH-D-04-03 **SUBJECT:** SOFT EXITS AND THE JOB TRAINING
AUTOMATION SYSTEM

DATE: 6/07/04 **EFFECTIVE DATE:** IMMEDIATELY **PAGE 1 OF 1**

FOR YOUR IMMEDIATE ATTENTION

To: ALL WIA YOUTH SERVICE PROVIDERS

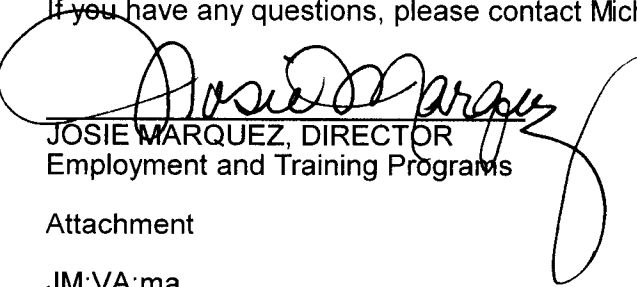
The purpose of this directive is to inform all WIA Youth service providers of the upcoming change to the JTA system and how this change affects clients who are indicated as not having a current activity for 90 days. These changes may affect each service provider's performance unless action is taken to ensure that client records in the JTA system are up to date.

The State of California's Employment Development Department (EDD) has notified the County that they will be modifying the JTA system to automatically exit clients who have not been indicated as receiving services in the last 90 days. This will be determined by looking at the end date of each activity in the clients' enrollment form. If 90 days has passed since the end of the latest activity indicated, the client will be exited automatically at the end of 60 days past the 90-day soft exit window. In addition, the end date for each activity will no longer be an optional field. All activities in the enrollment form **must** include the estimated end date upon entry in the JTA system. As a result, any records that have been previously entered without an estimated end date must be corrected to include an estimated end date.

In order to identify and correct any records which do not have an estimated end date or have estimated end dates which have expired (yet the client has not been exited), please run the report in the JTA system called the PWCAR (Print WIA Client Action Report) with the option "Soft Exits Due" selected. This report must be run for the entirety of the WIA Program (7-1-2000 to present). All clients that appear on this report are the clients that will be affected by this change to the JTA system (they will be soft-exited automatically). If any of the clients that appear on this report are currently active, or have been active within 90 days of the latest activity on their enrollment form, current activities must be entered or they will be exited automatically as a soft exit.

Please run the PWCAR report and make any corrections to client records before **June 20, 2004**. County staff will be running the IPD extract on this date. If these corrections are not made, the errors will be transmitted to EDD and your agency's performance will be affected. Please refer to the attached list for information regarding how many clients your agency has active in the system that will be affected by this change.

If you have any questions, please contact Michael Arredondo at (213) 738-2786.


JOSIE MARQUEZ, DIRECTOR
Employment and Training Programs

Attachment

JM:VA:ma

**WIA YOUTH TOTAL PARTICIPANTS WITH SOFT EXITS
7/1/00 THRU 6/7/04**

AGENCY	NON-TRACK	TRACK A	TRACK B	TRACK C
Antelope Valley	0	0	1	3
Archdiocese of Los Angeles	0	1	1	1
Career Partners - Rosemead	1	10	1	1
Cities with Schools in Compton	0	18	27	3
City of Compton	1	47	28	19
City of Santa Clarita	0	1	0	0
Door of Hope	0	0	0	0
L.A. Works (ESGVC)	1	1	0	0
Foothill	0	6	0	3
Hub Cities Consortium	303	11	2	5
Jobs For Progress - SER South Bay	3	3	10	8
LACOE	0	0	5	21
Maravilla Foundation	0	6	5	5
Career Partners - El Monte	3	38	4	4
Office of Samoan Affairs	1	0	0	12
Pomona Valley Youth Employment	0	0	14	18
SASSFA	0	19	35	20
Soledad Enrichment Action	0	17	8	4
Special Services For Groups	0	0	0	0
William Hart High School	0	1	1	2
Youth Opportunities Unlimited	0	39	8	3
TOTAL CLIENTS	313	218	150	132